

<p style="text-align: center;"><b>CM/ECF</b></p> <p style="text-align: center;"><b>External User's Guide</b></p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p>Section 1.4.15</p> <p style="text-align: center;">Statement of Social Security Number</p>

#### IV. **File Statement of Social Security Number (for individual debtors)**

In individual debtor cases filed in CM/ECF, the registered user must obtain an original debtor's signature(s) on the paper copy of local form "Statement of Social Security Number(s)." It must be scanned, converted to PDF format, and electronically filed concurrently with the petition as a separate docket entry.

The registered user is responsible for ensuring that the social security number provided on the local form is the same number entered in CM/ECF. Only the last four digits of the redacted number will appear on court records; the actual pdf image uploaded into CM/ECF is restricted from public view. The only document in which the full social security number will appear is on served copies of the Meeting of Creditors notice (served by the clerk's office). Failure to file this form will result in dismissal of the case.

STEP 1 Select **Bankruptcy** from the main menu

STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Click **Next**.

STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.

STEP 5 The **Miscellaneous** screen will display. Select **Statement of Social Security Number(s)**. Use the drop down list to locate and highlight the selection or click on the "s" key repeatedly until the selection appears. Click **Next**.

STEP 6 The **Select the Party** screen will display. Select the party filer, which is the debtor(s). To select more than one, hold down the shift key AND mouse-click together to highlight both parties. Click **Next**.

<b>CM/ECF</b>  <b>External User's Guide</b>  U.S. Bankruptcy Court, Southern District of Florida	Chapter II  Case Opening
	Section 1.4.15 Statement of Social Security Number

STEP 8 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

**NOTE:** If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "*Attachments to Documents*" for instructions on how to file attachments.

**CRITICAL ISSUE - The image MUST be viewed before attaching it to ensure that it is the correct document.**

Step 9 The **Docket Text: Modify as Appropriate** screen will display. There is no need to select from the drop down list of text modifiers for the title of this document. Click **Next**.

<b>CM/ECF</b>  <b>External User's Guide</b>  U.S. Bankruptcy Court, Southern District of Florida	Chapter II  Case Opening
	Section 1.4.15 Statement of Social Security Number

Step 10 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Click **Next**.

Docket Text: Final Text Statement of Debtor(s) Social Security Number(s) <b>[Document Image Available ONLY to Court Users]</b> Filed by Debtor Bobby Jones, Joint Debtor Debbie Jones. (Cradic, Cam)
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***IN ACCORDANCE WITH PRIVACY GUIDELINES, THE IMAGE CONTAINING THE REDACTED SOCIAL SECURITY NUMBER(S) CAN ONLY BE VIEWED BY COURT STAFF.***

STEP 11 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.